



BJA FY 17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2017-H2420-TX-DJ


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 Application:

Application Handbook

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This handbook allows you to complete the application process for applying to the BJA FY 17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

*Type of Submission	<input type="radio"/> Application Construction <input checked="" type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Construction <input checked="" type="radio"/> Preapplication Non-Construction	
*Type of Application	If Revision, select appropriate option If Other, specify	<input type="text" value="New"/> <input type="text" value="Type of Revision"/> <input type="text"/>
*Is application subject to review by state executive order 12372 process?	<input type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> No Program is not covered by E.O. 12372 <input checked="" type="radio"/> N/A Program has not been selected by state for review	



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Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

* - Indicates required field

*Is the applicant delinquent on any federal debt? (If Yes is selected, please upload an explanation)	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Employer Identification Number (EIN)	<input type="text" value="74"/> - <input type="text" value="6001164"/>
*Type of Applicant	<input type="text" value="Township"/>
Type of Applicant (Other):	<input type="text"/>
*Organizational Unit	<input type="text" value="Houston Police Departn"/>
*Legal Name (Legal Jurisdiction Name)	<input type="text" value="City of Houston Police ["/>
*Vendor Address 1	<input type="text" value="1200 Travis"/>
Vendor Address 2	<input type="text"/>
*Vendor City	<input type="text" value="Houston"/>
Vendor County/Parish	<input type="text"/>
*Vendor State	<input type="text" value="Texas"/>
*Vendor ZIP	<input type="text" value="77002"/> - <input type="text" value="6001"/> Zip+4 Lookup
Please provide Point of Contact Information for matters involving this application	
*Contact Prefix:	<input type="text" value="Ms."/>
Contact Prefix (Other):	<input type="text"/>
*Contact First Name:	<input type="text" value="Sheryal"/>
Contact Middle Initial:	<input type="text"/>
*Contact Last Name:	<input type="text" value="Armstrong"/>
Contact Suffix:	<input type="text" value="Select a Suffix"/>
Contact Suffix (Other) :	<input type="text"/>
*Contact Title:	<input type="text" value="Division Manager"/>
*	<input type="text" value="1200 Travis"/>

Contact Address Line 1:	
Contact Address Line 2:	<input type="text"/>
*Contact City	<input type="text" value="Houston"/>
Contact County:	<input type="text"/>
*Contact State:	<input type="text" value="Texas"/> ▼
*Contact Zip Code:	<input type="text" value="77002"/> - <input type="text" value="6001"/> Zip+4 Lookup
*Contact Phone Number:	<input type="text" value="713"/> <input type="text" value="308"/> <input type="text" value="1752"/> Ext: <input type="text"/>
Contact Fax Number:	<input type="text" value="713"/> <input type="text" value="308"/> <input type="text" value="1704"/>
*Contact E-mail Address:	<input type="text" value="sheryal.armstrong@houstonpolice"/> Email Help

BJA FY 17 Edward Byrne Memorial Justice Assistance
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*Descriptive Title of Applicant's Project		
FY17 Justice Assistance Grant		
*Areas Affected by Project		
Houston, Harris County		
Proposed Project		
	*Start Date	October 01 2016
	*End Date	September 30 2020
*Congressional Districts of		
	Project	Congressional District 01, TX Congressional District 02, TX Congressional District 03, TX Congressional District 04, TX
*Estimated Funding		
Federal	\$	0 .00
Applicant	\$	2347973 .00
State	\$	0 .00
Local	\$	0 .00
Other	\$	0 .00
Program Income	\$	0 .00
TOTAL	\$	2347973 .00

Houston Police Department / Harris County Sheriff's Office
BJA FY 2017 Edward Byrne Memorial Justice Assistance Grant

Project Abstract

The Houston Police Department proposes to use funds on law enforcement programs, including technology improvements for law enforcement and overtime initiatives for the City of Houston. HPD will fund six civilian positions in Information Services that provide essential support in implementing computer systems deployed across the department. These roles are critical to the development and maintenance of technology supports department wide. The civilian position in the Budget and Finance Division will provide oversight of the financial and programmatic activities for HPD. The goals are to ensure the security profile of all systems being converged to meet the minimum specifications of the Federal Criminal Justice Information Systems (CJIS) requirements, provide oversight of all financial and programmatic activities for the Houston Police Department, provide a reduction in crime and reducing response times for calls for service. The strategies are to develop and maintain the technology supports department wide, ensure the security profile of all systems, maintain oversight of all financial and programmatic activities for the department, reducing crime and response times for calls for service. The top five project identifiers are overtime, system improvements, community policing, crime prevention and policing.

With a population of 4.3 million in Harris County, the Harris County Sheriff's Office proposes to use its JAG funding to purchase equipment, technology upgrade and training. Project #1) Constables Project - \$293,449.86: To purchase Panasonic Tough Book laptop computers for our Constables Offices to replace their existing laptops that have reached the "end of life" date. Project #2) Aviation Helmets - \$6,600.00: To purchase two helicopter pilot helmets for two additional personnel for the Air Support Unit. Project #3) IT Equipment Upgrades & Maintenance - \$464,886.14: This project will provide additional equipment to accommodate our existing and future expansion needs such as: computers, laptops, scanners, printers, etc., and all other types of peripherals associated with IT equipment necessary. It will also allow for hardware and software upgrades and manage repairs on some existing equipment. Project #4) Communications 911 Dispatch Building Move - \$399,000.00: To purchase new IT equipment such as computers, monitors, radio consoles, chairs, IT Systems and to purchase a Broadband Antenna Tracking System (BATS) system for use at the new location to complement the existing two BATS Towers. Project #5) Specialized Training - \$10,000.00. To train additional new personnel hired and to send other specified personnel to enhanced training and certification classes.

Houston Police Department / Harris County Sheriff's Office

Program Narrative

Houston Police Department and Harris County Sheriff's Office are pleased to submit this joint application for funding through the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program.

Proposed Allocation

The governing bodies of the City of Houston and Harris County Sheriff's Office have agreed to the following allocation of FY 2017 JAG funds:

- Houston Police Department: \$1,173,987
- Harris County Sheriff's Office: \$1,173,986

Houston Police Department is serving as the lead applicant and fiscal agent for this grant.

Program Areas

Houston Police Department proposes to spend its share of FY 2017 JAG funds on law enforcement civilian support personnel and targeted law enforcement overtime. Harris County Sheriff's Office proposes to use its JAG funding to purchase equipment, technology upgrade and training. A detailed description of the proposed projects is included below.

Houston Police Department's Proposed Project #1: Law Enforcement Civilian Support Personnel

Summary:

The Houston Police Department proposes to use \$672,769 for salaries and fringe benefits associated with seven positions proposed to be funded under this project include:

- Six (6) positions within Information Services
- One (1) position within Budget and Finance (Financial Services)

Need:

These seven positions perform critical functions within the Houston Police Department. The six JAG funded civilians in Information Services provide essential support in implementing and supporting computer systems deployed across the department. Their role is critical to the development and maintenance of technology that supports all law enforcement personnel. Due to the high level of security and maintenance for law enforcement systems, technology specialists are needed to monitor and maintain servers, desktops, and LAN based applications. These positions help to ensure that the security profile of all systems being converged meet the minimum specifications of the Federal Criminal Justice Information Systems (CJIS) requirements.

The JAG funded civilian in the Budget and Finance Division continues to provide oversight of financial and programmatic activities for the police department. These tasks will benefit the entire police department and provide the needed oversight for the federal and state grants administered by the Houston Police Department.

Detailed Project Description:

Salaries and fringe benefits (include pension, FICA, workers compensation, long-term disability, unemployment, health, and life insurance) for these seven positions will ensure their funding through the end of this grant program.

Coordination:

Positions funded under previous JAG awards will be continued under this JAG award.

Houston Police Department's Proposed Project #2: Targeted Law Enforcement Overtime

Summary:

The Houston Police Department proposes to use \$501,218 for targeted law enforcement overtime for patrol and other high demand areas as required.

Need:

Overtime programs continue to play a critical role allowing the department to address hot spots without compromising the regular patrol programs. The department proposes to continue funding the kinds of overtime programs that it has historically funded with LLEBG and JAG. The specific needs that will be addressed by this overtime include:

- General patrol overtime will address high crime areas where police presence and visibility make a difference on criminal activity.

Detailed Project Description:

The proposed funding for law enforcement overtime has been tentatively allocated as follows:

- Directed Patrol and High Demand Overtime: \$501,218

Coordination:

Each of the proposed overtime programs will be coordinated with related federal grant programs in program areas in which funding has previously been awarded to ensure that no duplication occurs:

Harris County Sheriff's Office Program Narrative

Program Areas

Harris County's Proposed Project #1: Equipment Projects

Summary: The HCSO intends to invest \$1,173,986.00 in JAG funding to provide new upgraded equipment across Harris County Law Enforcement agencies.

Need: Harris County Law Enforcement agencies rely heavily upon county wide information technology needs as well as our independent agency needs. The following projects will provide information on several independent needs that are independent to specific agencies and also cross county agency boundary's which allow us to work together and better serve all citizens of Harris County

Detailed Project Descriptions:

1. Constables Equipment IT Equipment and Upgrades - \$293,499.86. The HCSO intends to invest \$293,499.86 in JAG funding to replace, upgrade and improve critical IT equipment for all eight (8) Harris County Constables Offices. Much of the IT equipment in place is obsolescing, reached or about to reach "end of life" status. Much of the equipment is no longer in service and needs immediate replacement. This equipment will increase overall safety and operational efficiency for our Deputy's. The Constables will be purchasing Panasonic Toughbook's as well as Tasers and Taser accessories to equip new personnel and replace dated battery packs and Taser Cartridges.
2. Harris County Sheriff's Office Air Support Unit Helmets – \$6,600.00. The HCSO intends to invest \$6,600.00 to purchase two (2) new aviation helmets. This unit is expanding. Due to this expansion this unit is in need of two (2) additional flight helmets. The Air Support Unit is required, by policy, to wear flight helmets during aircraft operations. The helmets enhance safety during flight and they are also used in mounting night vision goggles, which is required during night time missions.
3. IT Technology enhancements - \$464,886.14. This project will provide additional equipment to accommodate our existing and future expansion needs. This equipment will include but not be limited to audio visual, computers, laptops, scanners, printers, etc., and all other types of peripherals associated with IT equipment necessary. It will also allow for hardware and software upgrades allowing us to further utilize existing equipment.

4. Harris County 911 and Sheriff's Office Communications Relocation - \$399,000.00. Harris County and the Sheriff's Office are in the process of relocating the 911 & Communications Call Center. This project is critical to the 911 and Sheriff's Office Communications daily operations. The current location is in disrepair and the equipment is at or near "end of life". The Sheriff's Office is taking advantage of this once in three score opportunity to expand this critical division. This project will provide new additional equipment and upgrades to existing equipment in order to accommodate our existing and future expansion needs. This new equipment will include but not be limited to computers, laptops, scanners, printers, security enhancements, etc., and all other types of peripherals, software and furniture associated with IT, 911 and Communications Operations.

Harris County's Proposed Project #2: Other Costs - Training

Summary: The HCSO intends to invest \$10,000.00 in JAG funding to provide specialized training for Sheriff's Office personnel and Managers.

Need: This funding is needed to ensure the existing and newly hired personnel are able to obtain the necessary training to maintain critical certifications and skills levels.

Detailed Project Description: New personnel hired will train for their new positions and to send other specified personnel to enhanced training and certification classes. With funding provided through this grant the HCSO will be able to seek the specialized training and certifications courses that will be necessary for personnel to obtain the skill sets and certification levels necessary to perform the specified job functions. This training will also raise the level of professionalism and expertise necessary to conduct these job functions. This training is necessary for new hire personnel and existing managers in order to obtain certifications and training levels commensurate with the responsibilities of each of these positions.

Houston Police Department

Budget Detail Worksheet – Budget Narrative

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computations	Cost
Financial Analyst III	\$2,458.75 x 26.1 pay periods @ 100%	\$64,173.00
Programmer Analyst I	\$1,882.69 x 26.1 pay periods @ 100%	\$49,139.00
Programmer Analyst II	\$2,228.07 x 26.1 pay periods @ 100%	\$58,153.00
Programmer Analyst II	\$2,218.07 x 26.1 pay periods @ 100%	\$57,892.00
Programmer Analyst II	\$2,517.40 x 26.1 pay periods @ 100%	\$65,704.00
Programmer Analyst III	\$2,599.61 x 26.1 pay periods @ 100%	\$67,850.00
Systems Support Analyst IV	\$2,935.69 x 26.1 pay periods @ 100%	\$76,622.00
Classified Overtime	9,266 hours x \$54.09/hour	\$501,218.00
SUB TOTAL		\$940,751.00

B. Fringe Benefits - Fringe benefits should be based on an actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computations	Cost
Financial Analyst III	\$1,110.30 x 26.1 pay periods	\$28,979.00
Programmer Analyst I	\$1,092.18 x 26.1 pay periods	\$28,506.00
Programmer Analyst II	\$1,036.66 x 26.1 pay periods	\$27,057.00
Programmer Analyst II	\$1,460.38 x 26.1 pay periods	\$38,116.00
Programmer Analyst II	\$1,632.98 x 26.1 pay periods	\$42,621.00
Programmer Analyst III	\$1,343.56 x 26.1 pay periods	\$35,067.00
Systems Support Analyst IV	\$1,260.15 x 26.1 pay periods	\$32,890.00
SUB TOTAL		\$233,236.00

Total Personnel & Fringe	\$1,173,987.00
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C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g. six people to 3-day

training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Not requesting				

TOTAL	\$0.00
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D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000.) Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Not requesting		

TOTAL	\$0.00
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E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Not requesting		

TOTAL	\$0.00
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F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
Not requesting		

	TOTAL	\$0.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day) and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Not requesting			
		SUBTOTAL	\$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Not requesting			
		SUBTOTAL	\$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in award contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Not requesting	
	SUBTOTAL
	\$0.00

TOTAL	\$0.00
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Budget Summary

Budget Category	Amount
A. Personnel	<u>\$940,751.00</u>
B. Fringe	<u>\$233,236.00</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$0.00</u>
E. Supplies	<u>\$0.00</u>
F. Construction	<u>\$0.00</u>
G.	
Consultants/Contracts	<u>\$0.00</u>
H. Other	<u>\$0.00</u>
 Total Direct Costs	 <u>\$1,173,987.00</u>
 I. Indirect Costs	 <u>\$0.00</u>
 TOTAL PROJECT COSTS	 <u>\$1,173,987.00</u>

Federal Request \$1,173,987.00

Non-Federal Request \$0.00

Houston Police Department
Budget Narrative

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

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Systems Support Analyst IV	\$2,935.69 x 26.1 pay periods @ 100%	\$76,622.00
Classified Overtime	9,266 hours x \$54.09/hour	\$501,218.00
	The Houston Police Department proposes to use \$501,218 for targeted law enforcement overtime for patrol and other high demand areas as required.	
SUB TOTAL		\$940,751.00

B. Fringe Benefits: Fringe benefits should be based on an actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
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Programmer Analyst II	\$1,036.66 x 26.1 pay periods	\$27,057.00
Programmer Analyst I	\$1,460.38 x 26.1 pay periods	\$38,116.00
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Programmer Analyst I	\$1,343.56 x 26.1 pay periods	\$35,067.00
Systems Support Analyst IV	\$1,260.15 x 26.1 pay periods	\$32,890.00
SUB TOTAL		\$233,236.00

Total Salaries and Fringe Benefits	\$1,173,987.00
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C. Travel - \$0.00

D. Equipment - \$0.00

E. Supplies - \$0.00

F. Construction - \$0.00

G. Consultants/Contracts - \$0.00

H. Other Costs - \$0.00

HCSO Budget Narrative

1. Equipment for Constables - \$293,499.86

Harris County Sheriff's Office will invest \$293,499.86 in JAG funding to provide Panasonic Tough Book laptop computers to our Constables Offices to replace existing laptops that have reached or are about to reach the "end of life" date. The Constables will also be purchasing Tasers and Taser accessories along with various other IT equipment items. All of this equipment has or will soon reach end of life expectancy. Due to the size of this procurement, HCSO anticipates the vast majority of grant fund expenditures will occur in years two and three of the award.

Projected time line for funds usage		
Year-1	Year-2	Year-3
\$97,833.28	\$97,833.28	\$97,833.28

2. Equipment for Air Support Unit – \$6,600.00

Harris County intends to invest \$6,600.00 in JAG funding to purchase two Helicopter Pilot Helmets for two additional personnel for the Air Support Unit. The Air Support Unit is required, by policy, to wear flight helmets during aircraft operations. The helmets enhance safety during flight and they are also used in mounting night vision goggles, which is required during night time missions.

Projected time line for funds usage		
Year-1	Year-2	Year-3
\$6,600.00	0.00	0.00

3. Equipment for Information & Technology – \$464,886.14

Equipment, Upgrades & Maintenance - \$464,886.14. This project will provide additional equipment to accommodate our existing and future expansion needs. This equipment will include but not be limited to computers, laptops, scanners, printers, etc., and all other types of peripherals associated with IT equipment necessary. It will also allow for hardware and software upgrades allowing us to further utilize existing equipment. We will also manage repairs on some existing equipment based on life expectancy assessments.

Projected time line for funds usage		
Year-1	Year-2	Year-3
\$154,962.04	\$154,962.04	\$154,962.04

4. Equipment for Communications Call Center Relocation - \$399,000.00

The Harris County Sheriff's Office will invest \$399,000.00 in JAG funding for the purchase of new equipment such as computers, monitors, radio consoles, chairs and IT Camera Security systems. We will also use this funding to purchase a Broadband Antenna Tracking System (BATS) system for use at the new location to complement the existing two BATS Towers previously funded by earlier JAG's.

Projected time line for funds usage		
Year-1	Year-2	Year-3
\$133,00.00	\$133,00.00	\$133,00.00

5. Other Costs - \$10,000.00

The Harris County Sheriff's Office will invest \$10,000.00 to seek additional and continuing specialized training for specified Sheriff's Office personnel to promote specialized and enhanced training for specified personnel. These specialized courses and certifications will be obtained in order to enhance the capabilities of these newly hired personnel and the existing managers to maintain and promote professional management practices necessary within the highly skilled areas. The HCSO will split this funding equally throughout the three years of the grant.

Projected time line for funds usage		
Year-1	Year-2	Year-3
\$3,333.33	\$3,333.33	\$3,333.33

INTERLOCAL AGREEMENT

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Agreement is entered into by and between **Harris County, Texas**, acting through its governing board, the Harris County Commissioners Court ("County"), and the **City of Houston**, a municipal corporation and home-rule city of the State of Texas ("City").

RECITALS:

The Edward Byrne Memorial Justice Assistance Grant Program ("JAG") allows local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions, with the flexibility to prioritize and place funds where they are most needed.

The City of Houston and Harris County have been notified that they are eligible to receive a total of \$2,347,973.00 through the Fiscal Year 2017 JAG.

The City of Houston and Harris County find that it is in their best interests to submit a single, joint application to the United States Department of Justice for funding through the Fiscal Year 2017 JAG and such supports a public purpose of the City of Houston and of Harris County.

The City of Houston agrees to serve as the applicant/fiscal agent for the Fiscal Year 2017 JAG, and agrees to provide Harris County with \$1,173,986.00 from the JAG award for Harris County qualified projects.

This Interlocal Agreement is made pursuant to the authority granted by and in compliance with the provisions of the Interlocal Cooperation Act, Tex. Gov't Code Ann. §§ 791.001 *et seq.*.

NOW, THEREFORE, in consideration of the promises contained herein, the sufficiency of which is acknowledged by the Parties, the City of Houston and Harris County mutually agree to the following:

TERMS:

SECTION I: AGREEMENT

City agrees to pay County a total of \$1,173,986.00 from the JAG award for Harris County projects within 30 days of receipt of JAG funds.

SECTION II: DURATION

This Agreement commences on the date that it is countersigned by the City Controller and terminates at the conclusion of the grant closeout period, which is 90 days after September 30, 2020 unless the grant period is extended by the United States Department of Justice.

SECTION III: TERMS AND CONDITIONS

City and County certify and assure to all statements as outlined in the Standard Assurances document included as **Attachment A**, and agree to comply with the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements included as **Attachment B**, and agree to comply with all other applicable federal and state laws and regulations, including but not limited to the grant expenditure guidance as outlined in the United States Department of Justice-Office of Justice Programs-Office of the Comptroller's Financial Guide.

SECTION IV: REPORTING REQUIREMENTS

City and County agree to comply with all reporting requirements of the Fiscal Year 2017 JAG grant. City shall provide a copy of such requirements to County upon receipt of the grant award, and shall coordinate with designated County staff prior to reporting deadlines for the joint submission of any required programmatic and financial reports. County agrees to provide City with documentation of grant-related expenditures as may be required by the United States Department of Justice. City and County agree to retain all receipts and documents associated with the JAG for not less than three years following the official notification of the grant closure.

SECTION V. PAYMENT AND CASH HANDLING

Following grant award notification, City agrees to promptly draw down awarded funds. City agrees to pay County a total of \$1,173,986.00 within 30 days of receipt of JAG funds. City and County agree to establish trust fund accounts in which they will deposit JAG funds upon receipt. The trust fund accounts may be either interest bearing or non-interest bearing accounts.

SECTION VI: POINTS OF CONTACT

The City designates the following primary point of contact for this program:

Art Acevedo
Chief of Police
Houston Police Department
1200 Travis, 16th floor
Houston, Texas 77002
(713) 308-1600

The County designates the following primary point of contact for this program:

Ed Gonzalez
Harris County Sheriff
1200 Baker St.
Houston, Texas 77002
(713) 755-6044

SECTION VII: AMENDMENTS

Unless otherwise specified, this Agreement may be amended only by written instrument executed on behalf of City, by authority of an ordinance adopted by the City Council, and on behalf of County, by order of the Harris County Commissioners Court.

SECTION VIII: LIABILITY

City and County shall be responsible for their own acts of negligence. Where any injury or property damage result from the joint or concurring negligence of the parties, liability, if any, shall be shared by each party on the basis of comparative responsibility in accordance with the applicable laws of the State of Texas, subject to all defenses, including governmental immunity. These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party to this Agreement; nor shall any provisions in this agreement be deemed a waiver of any defenses available by law.

IN WITNESS WHEREOF, this instrument has been executed on behalf of Harris County by a duly authorized representative of Harris County, and on behalf of the City of Houston by a duly authorized representative of the City of Houston.

APPROVED AS TO FORM:

HARRIS COUNTY

VINCE RYAN
Harris County Attorney

By: _____
M. Scott Bresk
Assistant County Attorney
C. A. File No. 17GEN1461

By: _____
Ed Emmett
County Judge
Date Signed: _____

HARRIS COUNTY SHERIFF'S OFFICE

By: _____
Ed Gonzalez
Sheriff
Date Signed: _____

CITY OF HOUSTON

ATTEST/SEAL:

By: _____
City Secretary

By: _____
Sylvester Turner
Mayor
Date Signed: _____

APPROVED:

By: _____
Art Acevedo
Chief of Police
Date Signed: _____

COUNTERSIGNED BY:

By: _____
Chris Brown
City Controller
Date Signed: _____

APPROVED AS TO FORM:

By: _____
Senior Assistant City Attorney
L.D. No:

ATTACHMENT A

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

ATTACHMENT B

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Applicant Disclosure of Pending Applications

The City of Houston does not have any pending applications submitted within the last 12 months for federally funded grants or sub grants (including cooperative agreements) that include request for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Friday, August 11, 2017

Applicant Disclosure of Pending Applications

The Sheriff's Office currently has no pending applications for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project (s) being proposed under this solicitation.

Doug Martin,
Grant Manager



FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allow ability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address:

Houston Police Department
1200 Travis St. 16th Floor
Houston, TX 77002

2. Authorized Representative's Name and Title: Art Acevedo, Chief of Police

3. Phone: 713 - 308 - 1600 ext.

4. Fax: 713 - 308 - 1602

5. Email:
Grants.COP@houstonpolice.org

6. Year Established:
1836

7. Employer Identification Number (EIN):
17 - 4600116

8. DUNS Number:
13 - 656 - 9808

9. Type of Organization:

☐ State ☒ Municipality ☐ Non-Profit ☐ Higher Education ☐ Tribal ☐ For-Profit ☐ Other



AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s)(Please check all that apply):

☒ OMB A-133 Single Audit ☒ Financial Statement Audit ☐ DCAA Audit ☐ None

☒ Programmatic Audit & Agency: USDOJ

☒ Other Audit & Agency: Office of Attorney General (OAG)

11. Fiscal Year of Last Audit: 2016

Name of Audit Agency/Firm:
McConnell Jones Lanier &
Murphy

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

☐ Unqualified Opinion ☒ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings: 0

Please enter the amount of questioned costs: 0

Were material weaknesses noted in either the Financial Statement or Single Audit? ☐ Yes ☒ No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

☐ Manual ☒ Automated ☐ Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

☒ Yes ☐ No ☐ Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

☒ Yes ☐ No ☐ Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

☒ Yes ☐ No ☐ Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

☒ Yes ☐ No ☐ Not Sure



**PROPERTY STANDARDS, PROCUREMENT STANDARDS,
AND TRAVEL POLICIES**

PROPERTY STANDARDS

20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?

☒ Yes ☐ No ☐ Not Sure

PROCUREMENT STANDARDS

21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?

☒ Yes ☐ No ☐ Not Sure

22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?

☒ Yes ☐ No ☐ Not Sure

23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? <https://www.sam.gov/>

☒ Yes ☐ No ☐ Not Sure

TRAVEL POLICY

24. Does your organization:

(a) maintain a standard travel policy? ☒ Yes ☐ No

(b) adhere to the Federal Travel Regulation? (FTR) ☒ Yes ☐ No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200).

☒ Yes ☐ No ☐ Not Sure

☐ N/A (Your organization does not make subawards.)

**STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS
AND APPLICANT CERTIFICATION**

I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.

Name: Joanne Tran

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman ☒ Other: Acting Deputy Director

ATTACHMENT B

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

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- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

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A. The applicant certifies that it and its principals:

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- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> B a. bid/offer/application b. initial award c. post-award		3. Report Type: <input checked="" type="checkbox"/> A a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Houston Police Department 1200 Travis, 16th Floor Houston, TX 77002 Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: Bureau of Justice Assistance			7. Federal Program Name/Description: FY 2017 Justice Assistance Grant CFDA Number, if applicable: 16.738		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ 2,347,973.00		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): AKIN GUMP STRAUSS HAUER & FELD LLP 1333 New Hampshire Avenue, N.W. #400 Washington, DC 20036			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: Art Acevedo Print Name: Art Acevedo Title: Chief of Police, Houston Police Department Telephone No.: (713) 308-1600 Date: 8/10/2017		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

ATTACHMENT A

U.S. DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS OFFICE OF THE COMPTROLLER

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1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.



OMB APPROVAL
NUMBER 1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

OFFICE OF JUSTICE PROGRAMS

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the Office of Justice Programs (OJP), U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any OJP decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by OJP based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by OJP based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 815(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d(c)); section 1407(e) of the Victims of Crime Act of 1984 (42 U.S.C. § 10604(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (42 U.S.C. § 13925(b)(13)) also may apply;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by OJP based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), and 46 (human subjects protection).

(6) I assure that the Applicant will assist OJP as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by OJP based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by OJP based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 42 U.S.C. § 3795a), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that OJP awards, including certifications provided in connection with such awards, are subject to review by the Department, including by OJP and by the Department's Office of the Inspector General.

Close Window

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Close Window



BJA FY 17 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2017-H2420-TX-DJ


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Application Handbook

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APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction Preapplication Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name City of Houston Police Department		Organizational Unit Houston Police Department
Address 1200 Travis Houston, Texas 77002-6001		Name and telephone number of the person to be contacted on matters involving this application Armstrong, Sheryal (713) 308-1752
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 74-6001164		7. TYPE OF APPLICANT Township
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance TITLE: Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT FY17 Justice Assistance Grant
12. AREAS AFFECTED BY PROJECT Houston, Harris County		
13. PROPOSED PROJECT Start Date: October 01, 2016 End Date: September 30, 2020		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project TX18
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review
Federal	\$0	
Applicant	\$2,347,973	
State	\$0	
Local	\$0	

Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$2,347,973	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Continue